



Classification: Associate Energy Specialist (TED)	Position No. 3500-4056-001
CBID: R10	Office: Energy Deployment and Market Facilitation
Date Prepared: July 31, 2015	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II (TED) and technical direction of the Energy Deployment and Market Facilitation Office's Team Lead(s), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Energy Research and Development (R&D) Program. The incumbent will perform responsible, varied and complex technical and analytical work. Duties are performed at the full journey level. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced green energy technologies and their complex relationship related to environmental issues.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel may be required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 35% Develop, prepare, review and present technical analyses related to Deployment and Market Facilitation activities for meeting the state's green energy goals, on renewable resource technologies, and on the effectiveness of the various R&D program areas. Responsibilities will include the necessary technical analytical work to evaluate projects and accomplish project milestones, and follow up activities as necessary. Further responsibilities will include preparation of technical project concepts, plans, and milestones. Respond to requests for assistance and information from project proponents and others interested in energy policy and technologies. Organize, prepare, make presentations and lead workshops; write technical papers, research roadmaps and case studies for the Energy Commission. (E)
- 25% Provide contract and project management. The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract



amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices; conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project. (E)

- 25% Lead and assist in Deployment and Market Facilitation Office contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to focus solicitations on renewable related activities, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval. (E)
- 10% Review and inform management on forecasted expenditures and available funding balances for various contracts. The incumbent will provide fiscal information to management for resource allocation work plans and budget change proposals. Activities will also include collecting data and preparing budget change proposals to provide additional resources to implement new legislative mandates and address increased workload. These duties will require the incumbent to be familiar with relational databases and spreadsheet software. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
Incumbent _____ Date _____ Associate Energy Specialist (TED)	Mark Kootstra _____ Date _____ Energy Commission Supervisor II (TED)